INSTRUCTIONS TO DOWNLOAD
REPORT CARDS & PROGRESS REPORTS FROM FOCUS PORTAL

1. Log into your Focus Parent/Student portal at https://faus.focusschoolsoftware.com/.
   - Each student's information will show separately in their own block. Each student's block contains four different tabs. The four blocks are **GRADES**, **NEWS**, **PLANNER**, and **REPORTS**.
   - The report card or progress report will be listed under the **REPORTS** tab in each student's information block.

2. From the **REPORTS** tab in each student's block, you will see the Report Card or Progress Report. By selecting the most recent report, you can click the download arrow next to the date to download the report in a PDF print preview screen. From here, it can be viewed and printed.